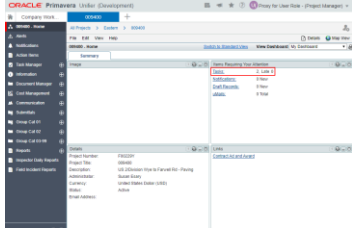
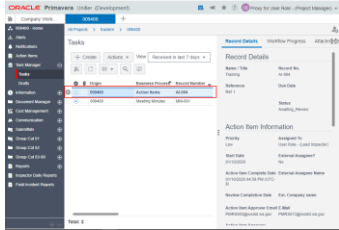
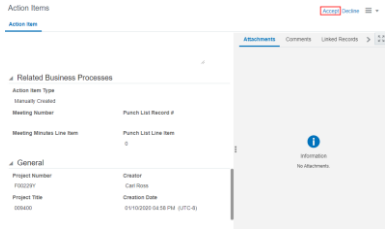
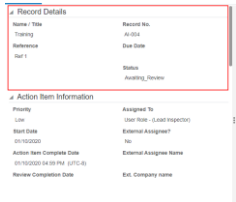
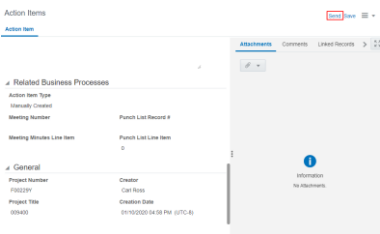
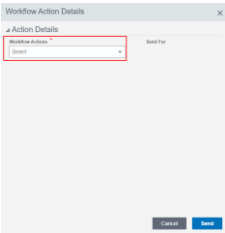
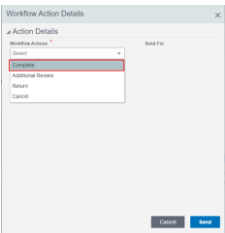
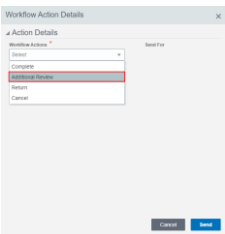
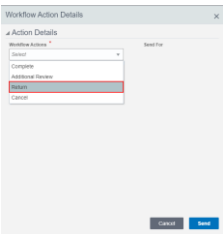
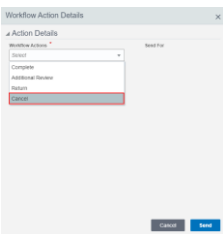
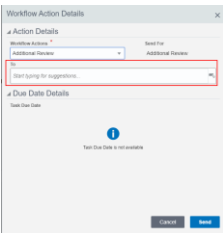
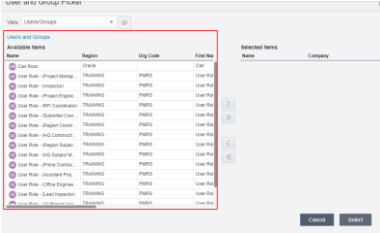
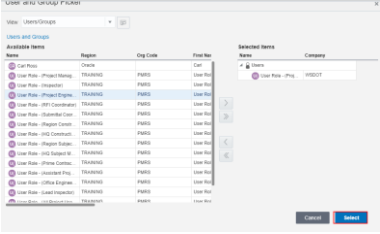


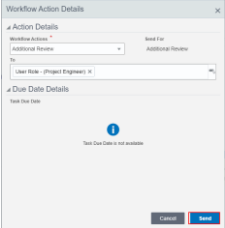
Action Item-3: Review

Step	Action
1.	Click Tasks . 
2.	Double-click the Action Item Record to open it. 
3.	Click Accept Task . 
4.	Review Record Details section. 

Step	Action
5.	<p>Review Action Item Information section.</p> 
6.	<p>Review Additional Details section.</p> 
7.	<p>Review Details on Action Taken.</p> 
8.	<p>Review Related Business Processes section.</p> 
9.	<p>Review General section.</p> 

Step	Action
10.	<p>Click Send.</p> 
11.	<p>Click Workflow Actions drop down.</p> 
12.	<p>Select Complete and the record will be sent to the End step of the workflow.</p> 
13.	<p>Select Additional Review to forward the record on for additional review.</p> <p>This option will move the record to the Additional Review step of the workflow.</p> 

Step	Action
14.	<p>Select Return and the record will be returned to the Action step of the workflow.</p> 
15.	<p>Select Cancel to cancel the record.</p> <p>This option will move the record to the End step of the workflow.</p> 
16.	<p>Click To to select the user(s) and/or group(s) to receive the record.</p> 
17.	<p>Highlight the user(s) or group(s) and click Right Arrow.</p> 
18.	<p>Click Select.</p> 

Step	Action
19.	<p>Click Send to forward record to next step in workflow.</p> 
20.	<p>End of Procedure.</p>